

**Muhlenberg Community Library  
Board of Trustees Meeting Minutes  
September 9, 2019**

**Call to Order:** The meeting was called to order by President Judy Schwambach at 6:30 p.m.

**Present:** Diane Benson, Terry Heckman, Joe Yarworth, Karen Schreiber, Linda Roebuck, Lori Madara, Judy Schwambach, Cathy Meck, Joan Crater.

**Also Present:** Melissa Adams, Library Director.

**Consent Agenda:** Joe made a motion to accept the Minutes from July and the Library Report from July and August; Linda seconded it. The motion passed unanimously.

**Treasurer's Report:** The July and August reports were filed for audit.

**Correspondence:**

Thank you notes are still being sent out.

We received a letter from Diamond Credit Union confirming that the MasterCard in Lee Cranmer's name has been closed as of 8/28/2019. Linda made a motion to order a MasterCard in Eileen Simms' name. It was seconded by Joe. The motion passed unanimously.

A letter from the PA Department of Community & Economic Development was received in July. The letter was to advise that all the paperwork and relevant closeout materials for the Keystone Communities Grant have been received and found acceptable. The contract has been completed and officially closed.

**Library Director's Report:**

The Keystone Community Grant has been officially closed out.

Teen Reading Lounge: this is the third year for the lounge. This program will again be funded, most likely at the \$8,000 level but still waiting for confirmation.

Solicitor: asking, if possible, to check if an attorney could be hired on retainer so that when there are legal questions we have someone we can contact and ask for advisement. Judy will be checking with Kozloff Stoudt.

BCPL System Changes: The County has approved a new funding formula. We'll be receiving about \$7,000 more in funding due to the state's increase as well as the matching funds we receive from our Township. They also approved a new Membership Policy and Envisioning Excellence Requirements. Disc Cleaning will be done at the County offices.

**Personnel:** Kristen Jacobs last day will be September 19, 2019. She'll be coming back to help with key programs. Her job has been posted ad/descriptions.

**System Meeting:** Joe attended this meeting in August for us. The main topic was the updates to the budget formulas.

**Old Business:**

Judy made a motion to add this language to our by-laws. Electronic media may be used to conduct business of this organization. At the next appropriate meeting any vote taken via electronic media will be documented in the meeting Minutes. Joan seconded it. The motion passed unanimously.

Karen made a motion to approve the amended Minutes from the July 9, 2018 meeting. Cathy seconded it. The motion passed unanimously.

Karen made a motion to approve the amended Minutes from the April 8, 2019 meeting. Linda seconded it. The motion passed unanimously.

A motion was made by Judy to document the prior approved financial transactions as indicated below. Joe seconded the motion. The motion passed unanimously. "A motion was made at the April 8, 2019 Board Meeting to approve the transfer for \$54,000 to cover the costs of the Dolan Construction/Keystone Communities Grant until grant funds were made available. Funds were moved from the Capital Account to the Checking Account on April 10, 2019. On June 17, 2019 \$40,000 was transferred from the Checking Account back into the Capital Account which represents the Grant funds minus the \$14,000.00. \$4,000 of this represents funds to pay for the library's matching contribution for the grant. \$10,000 represents the capital improvement funds needed for the approved Fire Alarm system, which was approved at the Board Meeting on April 8, 2019."

Riverfest, an \$1858 profit was made from this two-day event. Judy and Linda thanked all that came out to help.

Our summer sandwich sale from Margherita's was 43 tickets returned for a profit for the Library of \$150.50.

The Fire Alarm System is not completed yet. Waiting for the Township Fire Director to complete the project.

Picnic – we had a fun time at Jim Dietrich Farmhouse. It was fun getting together. Hopefully we will be there again next year. Thank you to Karen for arranging this venue.

Purse Bingo is fast approaching. Karen still needs volunteers.

Library Abuse Prevention Policy – Joe made a motion to approve the amended draft to replace the preceding policies. Diane seconded it. The motion passed unanimously.

New Business:

Joe made a motion that Linda can contact Crossroads for a fundraiser, which will give our Library a percentage of their sales on a given day. Cathy seconded it. The motion passed unanimously.

Karen made a motion that Lori can contact Texas Roadhouse and Jersey Mikes to set up fundraisers that a portion of their sales will go to our Library. Linda seconded it. The motion passed unanimously.

Adjournment: The meeting was adjourned at 7:33 p.m.

Dates to Remember:

Next Meeting	Monday, October 14, 2019
Purse Bingo	September 22, 2019
Halloween Event	October 19, 2019

Respectfully submitted,

Lori Madara  
Board of Trustees/Secretary